

PRESCHOOL PROGRAMS

FAMILY HANDBOOK

Administrative Office

374 El Camino Real Belmont, CA 94002

| | | | |
|---------|-------------------------------|------------|--------------|
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Updated July 2020

FOOTSTEPS CHILD CARE DIRECTORY

Footsteps Child Care, Inc. Administrative Office

Office 374 El Camino Real, Belmont, CA 94002
Direct Line 650.610.0715
Website www.footstepsc childcare.org

Fax 650.610.0751
Email office@footstepsc childcare.org

Karen Haas-Foletta - Executive Director

Lori Ottolini Geno – Deputy Director
Christine Rudolph – Director of Human Resources
Stephen Finn – IT & Communications Manager

Nick Foletta – Director of Finance
Janice Morimoto – State Preschool Manager
Trisha Valbusa – Payroll Manager

| | | |
|---|--|---|
| FOOTSTEPS@NESBIT PUMA CUBS | 650.226.3356 | License # I/T 414001948 |
| Jennifer Foletta 650.862.7832 Site Director | 500 Biddulph Way Belmont 94002 | License # Preschool 414001947 Dedra McFarland Head Teacher |
| FOOTSTEPS@CITY CENTER PLAZA | 650.366.4166 | License # 414002365 |
| Graciela Padilla 650.400.9457 Site Director | 950 Main Street Redwood City 94063 | Clara Garcia Arteaga Head Teacher |
| LITTLE FOOTSTEPS | 650.389.2616 | License # 414004607 |
| Stephen Finn 650.670.0770 Site Director | 1501 S El Camino Real San Mateo 94402 | |
| Darlene Luna 510.861.7452 Assistant Director | | |



WELCOME TO FOOTSTEPS CHILD CARE, INC.

On behalf of the Board of Directors and staff, **welcome!**

We share a common goal - quality programming - creating a safe, trusting and challenging environment where children are encouraged to pursue new and familiar interests, develop friendships, grow in confidence and independence and continue to develop respect for themselves and others.



Footsteps Child Care, Inc. operates eight programs; seven licensed, in San Mateo County, most onsite at Belmont-Redwood Shores Schools, one off-site program located at the City of Belmont Parks & Recreation Community Center, one in San Mateo, and one in Redwood City. We are a private, non-profit corporation governed by an Executive Board of Directors comprised of parents and guardians. Footsteps Child Care, Inc. offers safe, supervised, quality care, designed to meet the developmental and social needs of the children and youth enrolled.

This handbook outlines what to expect, and what is expected from you at Footsteps Child Care, Inc. If, after reading this handbook and attending the orientation, you have additional questions, please contact us so we can answer your questions.

MISSION STATEMENT

Footsteps Child Care, Inc. provides infants, children, youth, and their families, quality programs in a safe, nurturing, and enriching environment, through caring and professional staff and family involvement.

PROGRAM GOALS AND PHILOSOPHY

- We believe children learn and master new skills through a variety of play and educational experiences.
- We support and enhance Kindergarten readiness by providing and creating opportunities for children to learn and experience new things through physical activity, social experience, hands-on participatory activity and choice.
- The curriculum includes a variety of age and developmentally appropriate group and individual activities (structured and non-structured).
- The program provides the children with the space and time to discover.
- We provide the children with supportive and encouraging staff, striving to assist children in developing and maintaining a positive self-image and encourage children to take responsibility for themselves and their actions while learning social skills, such as problem solving and cooperation with others.

ADMISSION POLICY

- We are non-discriminatory in admission, on the basis of sex, sexual orientation, gender, genetic discrimination, perceived gender identity, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical ability. Our programs serve children and youth, infant through eighth grade.
- **A parent or guardian is required to visit the site for an orientation before the child attends.** If you cannot attend the scheduled orientation, please set up an individual orientation before your child's first day.
- We will make every effort to include children with special needs in our program. Children who have special needs are considered for admission on an individual basis. The Site Director will meet with you before enrollment to determine if the program is the best environment for the child. Upon enrollment, staff and parents will meet regularly to monitor the child's progress and discuss how best to support the child.
- It is sometimes necessary to redirect children and their families, especially if we do not have facilities or staff to work with the child's needs. In these cases, the Site Director and the child's parent or guardian will decide if the center can properly meet the needs of the child.
- We observe traditional celebrations, such as birthdays, Halloween, Christmas, Hanukah, Kwanza, and Easter. If you would prefer your child or children not participate, please take the responsibility to alert the Site Director in advance of the scheduled celebration.
- The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

AS OF JUNE 1, 2020 COVID-19 PLANNING AND RESPONSE

Covid-19 preparedness has been incorporated into Footsteps Child Care's Emergency Plan for the organization and each site. A designated team comprised of the Deputy Director, State Preschool Manager, Site Directors, and a designated person from each program site coordinates preparedness, planning, and implementation. This is done with the guidance of San Mateo Public Health Department, California Public Health, the CDC, and under the guidance of Community Care Licensing. Licensing will conduct a tele-visit with during the first two weeks of planned operation.

- Footsteps Child Care has conducted staff training on Covid-19 prevention, symptoms, and transmission. Training has also included our annual hand hygiene, food handling safety, infection control, airborne precaution, and transmission borne precautions.
- All community-based activities have been cancelled.
- All field trips have been cancelled.
- Internal activities have been limited to foster physical distancing practices.
- Staff will wear face coverings or masks.
- A plan has been developed to notify immediately a group or site's families if symptoms develop or if Covid-19 exposure occurs.

Planning

- Plans are in place to protect and support staff, children, and their family members who are at higher risk for severe illness.
- Footsteps has established plans for sharing information and guidelines with parents and caregivers in their preferred language.
- Footsteps has trained and continues to train all staff and communicate with families on the following:
 - Enhanced sanitation practices
 - Physical distancing guidelines
 - Use of face coverings
 - Screening practices
 - COVID-19 specific exclusion criteria

Case, Contact and Contacts to Contact

Public health uses the words Case, Contact, and Contacts to Contact to mean the following within a pandemic context, which applies to the current COVID- 19 situation:

- Case: A case refers to a person who tests positive
- Contact: A contact refers to a person who has come in close contact with a case
- Contacts to Contact: Contacts to Contact are people who may have been in proximity to a contact

Cases and Contact Tracing in the program community

- In general, practice, if students, teachers, and staff present with symptoms of fever and/or respiratory infection, Footsteps will send them home immediately.
- Footsteps will separate those from others in an isolation space or "sick room" established onsite until they go home.

Confirmed Case within program

- Provide a formal exposure notice to licensing and public health and to families and staff
- Work with the infected individual to confirm they are under medical care and have a plan to self-isolate according to the county health department protocol
- Confirm other members of the household who are also part of the program community remain at home in self-quarantine per the county health department guidelines
- Take immediate measures to sanitize and disinfect the program impacted by the case
- Determine whether cleaning measures can be implemented without temporarily closing or if temporary closure is necessary
- Consult with Health Department officials if needed

- Communicate with the program community that a confirmed Case has been identified and outline the actions being taken to ensure a safe return to school
- Maintain privacy of health and medical information for all individuals at all times per the ADA and FERPA laws
- Once steps of the protocol are completed, resume program operations

Direct or Close Contact with someone who is confirmed positive for COVID-19

- Work with the Health Department and the Contact Tracing team to confirm the Contact will remain at home in self-quarantine per the county health department guidelines
- Take immediate measures to sanitize and disinfect the program area or areas impacted by the Contact
- Determine whether cleaning measures can be implemented without temporarily closing the program or if temporary closure is necessary
- Consult with Health Department officials if needed
- Communicate with the program community that a confirmed Contact has been identified and outline the actions being taken to ensure a safe return to school
- Maintain privacy of health and medical information for all individuals at all times per the ADA and FERPA laws
- Once steps of the protocol are completed, resume school operations

Informing Us of Any Exposure to Covid-19 – Quarantine Period

- A family or staff member who has had any exposure to Covid-19 or any other communicable illness, such as strep throat, flu, pink eye, will be expected to inform us immediately.
- A family or staff member who has been exposed to Covid-19 or has a family member with the illness will be expected to quarantine for the recommended CDC time guideline.



HISTORY OF FOOTSTEPS CHILD CARE, INC.

1994 - Cipriani After School Care, Inc. opens its first site at Cipriani School. The Belmont-Redwood Shores School district re-opens Cipriani Elementary School and Karen Haas-Foletta becomes the Executive Director.

1997 - Middle School Camp at Ralston Middle School. With a grant from Work/Family Directions, the summer camp, including installation of a ropes challenge course, was developed. “Hands-On” Science and Adventure Camp funded for three years and parents requested a school-year program be developed.

1999 - Ralston After-Middle School (RAMS), at Ralston Middle School, opens.

1999 - Cipriani After-School Site achieves accreditation through the National After-School Association (NAA) and is re-accredited in June 2002 and July 2005.

2000 - Club Central opens in San Carlos. The San Carlos School District adds fifth grade to middle school. Parents from Central Middle School asked CASC, Inc. to open a program. The program grows to 49 youth.

2001 - Nesbit Club Puma opens at Nesbit Elementary School. Upon opening, the children chose a name. A child, knowing the Ralston Middle School program was RAMS and Central School was Club Central, suggested Nesbit Club Puma, after the school's mascot.

2002 - CASC, Inc. receives a Playground Grant from KaBoom to rebuild the shared playground and garden at Cipriani School. A grant from the 4Cs and SBC helped with facility improvements and computers.

2003 - A Peninsula Community Foundation grant of \$10,000.00 supports our Fee Subsidy program.

2004 - CASC, Inc. celebrates its Tenth Anniversary with a Halloween Carnival and Casino Night, netting over \$4,000.00 for fee subsidies.

2005 - CASC, Inc. receives two grants from the USTA Northern California Section to implement a tennis program. Nesbit Puma Cub's program opens for infant, toddler, preschool, and pre-kindergarten children, receiving a start-up grant through SmartKids, First 5 San Mateo County, and the Human Services Agency of San Mateo County.

2006 - Nesbit Puma Cubs received a grant from the 4C's and Rebuilding Together for facility repair and up-grades to the preschool playground. Over 50 volunteers made improvements to the facility and playground. **Nesbit Club Puma receives NAA Accreditation.** Receive a grant from The Taproot Foundation to rebuild our website.

2007 - We held a successful fundraiser at the Punch Line Comedy Club, netting over \$1,500.00 for our summer fee subsidies. We received State of California State Preschool funding for eight prekindergarten children.

2008 - Janice Morimoto, Nesbit Puma Cubs Director, wins the prestigious Mary Elizabeth Griffin Award, given by the 4Cs of San Mateo County. **In September 2008**, we opened a morning preschool program at our Cipriani Site.

2009 - CASC, Inc. and the City of Belmont Parks & Recreation began a partnership, including middle school camps and joint Special Events. The Belmont Rotary Club collaborates with CASC, Inc. with tuition assistance for low income Belmont families and provides volunteers for organizational events. CASC, Inc. celebrates its 15-year anniversary with a series of family events. A grant from Get Healthy San Mateo County provides a PE Specialist for the organization and training for after-school staff throughout the county.

2010 – Cipriani After School Care, Inc. changes its name to Footsteps Child Care, Inc. The Barrett Site, a partnership with Belmont Parks and Recreation, opens. A David and Lucile Packard Foundation grant allows middle school youth teach the importance of recycling and gardening, develop a garden at Puma Cubs Preschool, and maintain our Ropes Course at RAMS. The Shores Site, with capacity for 70 children, opens at Redwood Shores School. **Cnotta Nichols**, Site Director of Footsteps@Nesbit, receives the 2010 California School-Age Consortium Award of Excellence.

2011 – Footsteps Child Care received a second year of funding from the David and Lucile Packard Foundation and County of San Mateo Health Department. Footsteps received a grant from the Sequoia Health Care District funding our PE Specialist. Sequoia Health Care District is also a sponsor of our “Fun, Safe and Healthy Halloween Event.”

2012 – Footsteps@City Center Plaza Opens – Preschool with capacity for 24 children, opens March 2012. Little Footsteps, a preschool program with Belmont Parks and Recreation, opens in September.

2013 – Adopted our Health and Wellness Policy for Staff and Families; Provide PE instruction to the Belmont Redwood Shores School District; developed an Interact Club through the Rotary Club of Belmont; expanded our State Preschool capacity.

2014 –2015 Grants through USTA, Get Healthy San Mateo County, and Sequoia Health Care District for tennis, gardens and physical activities were received. Celebrated our 20th Year of delivering programs to the community, serving over 500 children daily! We marked this milestone with three events, Alumni & Family Picnic, Valentine’s Dance, and Family Event at CuriOdyssey.

2015-2016 Footsteps Child Care sites applied for and achieved **accreditation through the Council on Accreditation**. We received a generous donation from the **Joan and Norman Kinsey Foundation** to improve the outdoor play at City Center Plaza. **Rebuilding Together** made improvements at the Nesbit location, including new cabinetry and sinks in every classroom.

2016-2017-Footsteps was awarded the contract through Mid-Pen Housing to provide onsite child care in affordable senior housing in downtown Redwood City. The program will serve infants-preschool and is slated to open in 2020. We received another generous grant from the **Kinsey Foundation** to improve the outdoor play areas at Puma Cubs and City Center Plaza, including a mural on front of the Puma Cubs building by artist,

Florence deBretagne. Mid Pen Housing remodeled our play and indoor spaces at City Center Plaza and we hosted an open house for the community to celebrate! Footsteps received funding through the **San Mateo County Office of Education** for program quality improvements for our preschools. **2017-2018-The Kinsey Foundation** funds the purchase of a additional 20-passenger van for our Barrett location. **The Olympic Club Foundation** awards Footsteps a grant to subsidize up to 40 children, who could not otherwise afford, to attend our Tennis and Swim Camp Summer 2018. **Sequoia Healthcare District** awards Footsteps a grant to provide stretching and Mindfullness for the BRSSD PE program and after-school for Footsteps elementary school locations for TK-1st Grade for the 2018-2019 school year.

2018-2019-Sequoia Healthcare District awards Footsteps a grant to provide Yoga and Mindfullness for the BRSSD PE program and after-school for Footsteps elementary school locations for TK-1st Grade for the school year. Karen Haas-Foletta was awarded the Mary Elizabeth Griffin Children’s Award by the Child Care Coordinating Council of San Mateo County and a proclamation from the Mayor of Belmont! The Kinsey Foundation funded new toys, furniture, and equipment for our preschools.

2019-2020 – We Celebrated our 25th Anniversary! We opened Little Footsteps at St. Andrews Church in San Mateo in July 2020.





LICENSING INFORMATION

Footsteps Child Care, Inc. sites are licensed through the State of California Department of Social Services (Community Care Licensing). License numbers and ages served by site:

Preschool Programs

| | | |
|--------------------------------------|------------------------------------|-------------------|
| Cipriani Preschool - on pause | 2.9 years-entering TK/Kindergarten | #414002365 |
| City Center Plaza | 2.9 - entering TK/Kindergarten | #414002827 |
| Little Footsteps | 2.0-entering TK/Kindergarten | #414004607 |
| Nesbit Puma Cubs Infants | 6 weeks - 24 months | #414001948 |
| Nesbit Puma Cubs Preschool | 2 - entering TK/Kindergarten | #414001947 |
| Shores Preschool - on pause | 2.9-entering TK/Kindergarten | #414004487 |

School Age Programs

| | | |
|----------------------|---------------------------------|-----------------------------------|
| Cipriani Site | TK/Kindergarten to Fifth Grades | #410518969 |
| Nesbit Site | Kindergarten to Eighth Grades | #414001160 |
| Shores Site | TK/Kindergarten to Fifth Grades | #414002640 |
| Barrett Site | Kindergarten to Fifth Grades | California Heritage School |
| RAMS Site | Sixth through Eighth Grades | #414000842 |

- The Department of Social Services (Community Care Licensing) has the right to interview children or review their records without parent or guardian notification.
- Licensing has the right to interview staff and to inspect or audit facility records without prior consent.
- The licensee shall make provisions for private interviews with any children or staff member and for the examination of all records relating to the operation any Footsteps Child Care, Inc. program site.
- The Department has the authority to observe the physical condition of the child (ren), including conditions that could indicate abuse, neglect, or inappropriate placement.
- Our adult to child ratio is approximately 1:3 for infant and toddlers, 1:8 for preschool and pre-kindergarten, 1:10 for children in grades Kindergarten to Second, 1:12 for grades Third through Fifth, and 1:14 for middle school youth.
- All children are covered by an individual accident policy while attending our programs.

FAMILY PARTICIPATION

Covid-19 Procedure Change – Until Footsteps receives other guidelines, families and visitors will not be allowed into the program classrooms due to recommended guidelines.

Footsteps Child Care, Inc. has an open door policy. You are welcome to visit at any time during the course of the program day. Footsteps Child Care, Inc. thrives with the help, talent, and skills of the family volunteers who participate in a variety of ways. If you have skills, talents or contacts to share, please let us know.

Footsteps Child Care, Inc. is a non-profit organization, governed by an Executive Board of Directors. Parents and guardians volunteer to serve on Site Councils. The Site Council is an advisory committee supporting the daily operation at the site level. Individuals are elected to the Board of Directors. The term alternates so new members are elected at the end of each school year. The Executive Board of Directors establishes general policies and acts as a clearinghouse for concerns affecting the entire organization.

FAMILY COMMUNICATION

COMMUNICATION: We encourage staff and families to get to know each other. Photos of staff are posted on the family bulletin boards and staff wears Footsteps shirts. Please get to know our staff and ask questions about your child's day. However, we ask you be aware staff are supervising children and must concentrate on this task primarily. Each site has a direct telephone line and a site email address, and each site director has email and a cell phone; all are listed in this handbook. You are welcome to email or call with your questions or concerns. You may also call or email the Administrative Office or Karen Haas-Foletta, Executive Director, with concerns and suggestions. You can reach staff via site telephone or email address. We use email to communicate with families and Mail Chimp to communicate with families regarding events or special notifications. Our website is a source of information and all forms, handbooks, and newsletters are posted as documents. Each site has a Family Area with information available to you.

WEBSITE: Our website, footstepsc childcare.org, is one of our main methods of communication to families, and it includes newsletters, enrollment information and paperwork, licensing paperwork, updates and program news, and calendar events.

EMAIL COMMUNICATION: Your monthly tuition statement, receipts, and newsletter will be emailed monthly.

NEWSLETTERS: The newsletter is emailed and contains pertinent information about the site, the organization, and upcoming events to keep you informed. The newsletter is posted and archived on our website, footstepsc childcare.org. Please read the newsletter, it contains important and informative information.

COMMUNICATION ACCOMMODATIONS: We strive to accommodate the written and oral communication needs of children, youth, and their families by providing or arranging for, bilingual personnel or translators when necessary. Staff speaks Spanish, Russian, Mandarin, Cantonese, and American Sign Language. We will arrange for the use of communication technology as needed, including telephone amplification, sign language services, or other communication methods for deaf or hearing impaired persons, to the extent possible. We will provide or arrange for communication assistance for persons with special needs who have difficulty making their needs known, including considering a person's literacy level.

COMMUNITY AGENCY RESOURCES

Footsteps Child Care, Inc. works with the 4Cs of San Mateo County and other community agencies to provide families with resources and support services such as mental health consultation and counseling, observations of children with challenging behaviors and tuition assistance. Footsteps Child Care, Inc. also works with these community agencies to provide support and training to the staff. Please contact the Site Director for more information.

BABY-SITTING BY FOOTSTEPS STAFF

It is Footsteps Child Care, Inc.'s policy that families not approach employees to baby-sit children enrolled in our programs outside our program hours. Staff is informed of this policy and is expected follow our No Babysitting policy. We request this because our insurance does not cover staff off premises, after hours.

STAFF PROFESSIONAL DEVELOPMENT AND TRAINING

We provide professional development and training opportunities throughout the year. Training may involve the entire organization, be site-specific, a community training, an educational training, or individual professional development. Staff is encouraged to grow professionally and leadership training is offered to staff.

Footsteps Child Care has conducted staff training on Covid-19 prevention, symptoms, and transmission. Training has also included our annual hand hygiene, food handling safety, infection control, airborne precaution, transmission borne precautions, and cleaning and sanitizing procedures.

TRANSPORTATION

We do not provide transportation to or from care, except for children attending the Barrett Site. We have vehicles with seat belts and car or booster seats for field trips and outings. All children must have a signed Transportation Waiver & Authorization Form on file to ride in our vehicles.

ORGANIZATION-WIDE HEALTH AND WELLNESS POLICIES

The policies are for our staff, children, and their families and covers nutrition, health, sun safety/sunscreen policy, and wellness issues. Footsteps Child Care formed a Wellness Committee, including staff and input from our Board of Directors. Footsteps adopted our Wellness Policies in April 2013. A copy of the policies is included with this handbook and on our website, www.footstepsc childcare.org.

SEXUAL HARASSMENT POLICY

Every child and staff member at Footsteps Child Care, Inc. has the right to be free from sexual harassment from adults and/or children. All harassment is unacceptable and prohibited. Conduct such as making derogatory comments, including epithets, jokes, etc; graphic commentary about an individual's body; suggestive or obscene notes or invitations; leering, making sexual gestures; inappropriate touching or impeding one's movement are prohibited. Footsteps Child Care, Inc. prohibits retaliatory behavior against any person who files a complaint or against any participant in the complaint process. Each complaint of sexual harassment will be promptly investigated. Pursuant to Local, State, and Federal regulations.

UNLAWFUL HARASSMENT

Footsteps Child Care, Inc. is committed to providing an environment free of unlawful harassment. The policy applies to all persons involved in any of our programs and prohibits sexual harassment and harassment based on race, religion, gender, genetic discrimination, perceived gender identity, national origin, or ancestry, physical or mental disability, age, sexual orientation, or any other basis protected by federal, state, or local law. For the purposes of this policy, harassment must be based on one of the protected categories identified above, and means any unwelcome verbal, visual, or physical conduct, or unwelcome sexual advances by someone from or in the environment. Pursuant to Local, State, and Federal regulations.

SUSPECTED NEGLECT AND/OR CHILD ABUSE

SUSPECTED INFLUENCE UNDER A CONTROLLED SUBSTANCE

All staff is legally mandated to report any instance of observed or suspected child abuse or neglect of a child. A mandated reporter, who in his or her professional capacity, or within the scope of his or her employment, has knowledge of or observes a person under the age of 18 years whom he or she knows or reasonably suspects has been the victim of child abuse or neglect must report the suspected incident. Suspected abuse that must be reported

- **Physical injury inflicted by other than accidental means on a child.**
- **Sexual abuse meaning sexual assault or sexual exploitation of a child.**
- **Neglect meaning the negligent treatment, lack of treatment, or the maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare.**
- **Willful harming or injuring or endangering a child meaning a situation in which any person inflicts, or willfully causes or permits a child to suffer, unjustifiable physical pain or mental suffering, or causes or permits a child be placed in a situation in which the child or child's health is endangered.**
- **Unlawful corporal punishment or injury willfully inflicted upon a child and resulting in a traumatic condition.**

This includes a parent or pick-up person who appears to be under the influence of alcohol or illegal/other controlled substance when picking up a child at any Footsteps Child Care, Inc. site.

- We will not release a child to anyone who is suspected to be under the influence of alcohol or illegal/other controlled substance.
- We will attempt to call the names listed on the emergency card to arrange alternative pick-up.
- If the pick-up person insists on leaving the premises with the child, we will call 911 immediately.

ARRIVAL AND DEPARTURE

Families and visitors will not be allowed into the program site due to recommended guidelines. An arrival and departure center will be set up at each program site, families will need to stagger arrival and departure and will need to allow ample time for check-in and check-out. Footsteps asks for everyone's patience and graciousness as we manage this complex process.

It is recommended by the CDC that ideally, the same parent or designated person should drop off and pick up the child every day. If possible, certain family members such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.

- **All children MUST be dropped off by a parent or guardian, no exceptions**
- Drop Off and Pick Up will occur at one central entry point for each program site and will accommodate walkers and vehicles.
- Families will wait, with physical distancing, to be called to the arrival/departure station.
- A daily symptom screening (+/- temperature check, questionnaire about symptoms, daily contact number) has been initiated for all children, families, staff, and essential visitors.
- Staff will conduct visual wellness checks of the children upon arrival and ask health questions as necessary.
- A child will be excluded from the program if their temporal temperature is 100.4 F/38 C or higher.
- Sign-in and complete Daily Health Form. Families are asked to bring their own pen. We will provide sanitary wipes for cleaning pens between each use.
- Child will be escorted to classroom. Infants may be transported in their car seats, but the car seat will go with the drop off parent.
- Hand hygiene stations will be set up at the entrance of the facility, so that children can clean their hands before they enter the site and classroom.

Families, please

- Washing your own hands and the handwashing of your child should occur prior to drop off, pick up and then again, when you get home.
- Apply sunscreen on your child before drop off.
- Families are asked to bring their own pen.
- **Children MUST be fever free for 72 hours (without the use of fever reducing medication) before returning to the program. We classify a fever as a temporal temperature of 100.4 F/38 C or higher.**

VISITORS

- Visitors' access has been limited to only essential visits, with limited visitation hours, the first and last two program hours or in case of a sick child or other emergency.
- All visits should be as brief as possible.
- If anyone visits and requires entry into a site, a daily symptom screening will be completed, including a temporal temperature check, and will be excluded from the program if their temporal temperature is 100.4 F/38 C or higher.
- If a parent or guardian does need to enter the room, it is only one person at a time to allow for physical distance.
- A parent or guardian may be directed to a specific area near the front door and may not have access to the whole classroom.
- Hand sanitizer is available at entryways and high traffic areas, but is kept out of reach of children.
- Deliveries are scheduled outside of program hours or delivery is to be left outside of the facility.
- Site cleaning and sanitizing, other than the regular cleaning and sanitizing throughout the day is completed after program hours.

CHILD PICK-UP SECURITY

- If the contracting parent or guardian would like another person to pick up their child, the contracting parent or guardian must list all designated person or persons on the **Child Release Authorization Form**. This form is to be regularly updated.
- If someone other than the regular pick-up person or persons will pick up your child, please notify the Site Director of the change before the scheduled pick-up time, email is the most efficient way to communicate this to the Site Director.
- Staff will request to see proof of identity for any pick up person unfamiliar to them, even if they are a parent, guardian, or an authorized pick up person.
- If the contracting parent or guardian chooses not to list the divorced or separated parent, pursuant to licensing regulations, we cannot release the child without a court-signed order. Staff cannot deny access to a biological parent.
- If the non-custodial, biological parent or other such person arrives to pick up the child, and they are not listed on the Child Authorization Release Form, and we do not have information on file, the staff will:
 - Contact the contracting parent or guardian;
 - Explain to the non-custodial, biological parent or other such person that we cannot release the child to them without permission from the contracting parent or guardian. Staff will explain the release procedure;
 - If the contracting parent or guardian cannot be reached and/or permission is not given, staff may need to call the police; and/or,
 - The police will then confirm the identity of the non-custodial, biological parent. In all probability, the police will then release the child to the non-custodial biological parent.

SIGNING IN/OUT AND ABSENCES

- Children must be signed in and out daily by their parent, guardian, or authorized adult, using our electronic sign in and out fingerscan system.
- **Failure to comply with signing in and out, on a daily basis, will be grounds for dismissal.**
- If your child is to be absent, please call or email the Site Director to let the site staff know.
- Persons signing a child out must be 18 years or older for our preschool program, 16 years or older for our other sites.
- Written authorization must be on file if someone younger than 18 years of age picks up a child at these sites.
- Children to be picked up by older siblings: Written permission must be on file at the site office, and the siblings must sign them out daily. The older sibling must be at least 18 or older in the pre-school programs.

Footsteps Child Care, Inc. takes no responsibility for children once they are signed out of the program.

LATE PICK UP

All care ends promptly at the stated closing time, 5:00 PM

- You are considered late if you pick up your child after the stated closing time.
- **Footsteps Child Care will expect families to pick up their child on time every day; late pick up is grounds for dismissal from the program.**

We make every effort to reach you if your child is still in our care after closing time. If we cannot reach you, we will telephone the names listed on your child's emergency card in an effort to reach someone. If we are unable to contact you or the emergency designee one-hour after closing time, we are legally required to contact the Police Department.

PRESCHOOL FINANCIAL INFORMATION

NON-REFUNDABLE REGISTRATION FEE

- An annual non-refundable registration fee of \$75 is required for all children and siblings. This registration fee is due and payable at the time of registration or included in the September invoice of each year. This fee is waived for children or state funding or Alternative Payment Programs (4Cs, County, etc.) programs.
- The 5% sibling discount is not applied to the registration fee.

WAITLIST

- Full day programs - Complete the online application and pay the \$25 waitlist fee.

ENROLLMENT DEPOSIT

Full Day Programs

- A \$500 enrollment deposit is charged upon accepting the space, the deposit is applied to the final month's tuition, with proper notification.
- When your child no longer attends a Footsteps Child Care, Inc. program and you have provided the Administrative Office notification, in writing VIA EMAIL, thirty (30) days before the child is withdrawn from the program, and your account is settled in full, your deposit is credited to your final tuition bill or a refund sent to you for the remaining amount.

Part Day Programs

- A ½ month deposit is billed on the September Invoice.
- This deposit is credited on the May invoice, or on your final invoice when thirty (30) days notice is provided.

SIBLING POLICY

A 5% sibling discount, per child, is given to families enrolling two or more children, applicable to each child enrolled in a Footsteps Child Care, Inc. site.

FEE SUBSIDIES

- We strive to meet the needs of all children enrolled in our programs, within the limitations of our budget. Fee subsidies are awarded to qualifying families, provided subsidy money is available at the time of the request.
- Families must apply for financial assistance on an annual basis and all financial information given to Footsteps Child Care, Inc. must be true and correct.
- Families are responsible for providing updated information regarding income as it changes during the year.
- Fee subsidy application must be received and processed before the first day of care.

ALTERNATIVE PAYMENT PROGRAMS FOR TUITION PAYMENTS

Footsteps Child Care, Inc. accepts payment for child care through Alternative Payment Programs (4C's and Social Services). The contracting parent or guardian is responsible to make sure the contract is correctly negotiated, with all anticipated child care needs during the school year calculated. All contracting forms must be signed in a correct and timely manner. The contracting parent or guardian understands they assume financial responsibility if fees are not paid through the Community Service Agency program. Any family fee is due before the end of each month, or the end of the last month attending. Failure to pay family fee in a timely manner will result in termination of services.

PAYING TUITION

PAYMENT IS DUE AND PAYABLE THE TENTH DAY OF THE MONTH

- All tuition is considered late if payment is not received by the 10th of the month. On that date, a late fee of \$20 is assessed to your account.
- If payment is not received by the last workday of the month, your child will be removed from the program and your account will be sent to our collections agency. This policy is strictly enforced.

PAYMENT OPTIONS

Families must choose a payment option: Automatic Payments through Tuition Express or Payment by the 10th of the month.

- Automatic Payments - Payment is automatically deducted on the third of the month from a checking/savings account or credit card. To enroll, complete and sign the authorization form to deduct monthly tuition and other charges from your account. Returned ACH payments will be subject to a charge of \$25.00.
- Other Payment Methods
 - Payment by Check - Due the tenth day of the month. A late fee of \$20 is added to an account not paid by this date. The fee for a returned check is \$25.
 - Tuition payment is made payable to: Footsteps Child Care, Inc.
 - Your child's first and last name and site must appear on the check/money order.
 - Payment should be returned in the envelope provided and placed in the site "Tuition Drop Box" or mailed directly to:
Footsteps Child Care, Inc. 374 El Camino Real, Belmont, CA 94002
 - Cash Payment - We discourage cash payments. If there is a situation where a cash payment must be made, payment must be given directly to the Site Director or Administrative Office. A receipt will be immediately issued. Do not put cash in the mail or place directly in the Drop Box. A family paying by cash assumes responsibility to make sure payment is received and credited to the account.
 - Payment by Credit Card or Online Payment - Payments can be made at the site, the office, or online through tuitionexpress.com. For more information for setting up online payments, contact the Administrative Office

TUITION INVOICES AND RECEIPTS

- Footsteps Child Care, Inc. generates an invoice for tuition on a monthly basis via email.
- Receipts for automatic payments and/or automatic check payments are available via email upon request.
- Receipts for cash and point of sale credit payments are issued at the time of payment.
- The receipt contains our tax identification number and is appropriate for most reimbursement accounts.
- Year-To-Date accounting statements are issued via email in January for tax purposes. Please save this email for your records.

DROP-IN POLICY

- Footsteps Child Care, Inc. does not provide drop-in care on a regular basis. Drop-in care is available in case of emergency, provided space is available, and the Site Director agrees to accept an additional child for the day.
- Fees will be discussed if drop in is authorized.

PARENT NIGHT OUTS – PNO – As of June 1, 2020 PNO evenings are cancelled.

One time per month (most months), per program site, we offer an opportunity for parents to go out to dinner, spend time with friends, or see a movie! Parent Night Outs are offered at the school age and Puma Cubs sites, 6:00 – 11:00 PM, and the evening includes a healthy dinner, games, activities, and a movie.

- Cost:
 - Infants and Toddlers (up to age 2)- \$55 (Must add Infant/Toddler Option)
(Only at Footsteps@Nesbit Puma Cubs location)
 - Preschool - \$45.00
 - School Age - \$35.00
 - A \$5 discount will be applied to second and subsequent children enrolled in a PNO on the same night.
- Reservations are processed online via Care.com, at footstepschildcare.org/pno
- Enrolled families of school-age children can attend any school-age location with advance reservations.
- Children who are not toilet-trained must attend the Nesbit Puma Cubs Site.
- Dates are listed on the website and in the monthly newsletter



DONATIONS

Footsteps Child Care, Inc. encourages and accepts donations from families, businesses, or philanthropic organizations. Footsteps Child Care, Inc. is a 501(c) 3 non-profit organization. A copy of our IRS Determination Letter is available in the Administrative Office. Footsteps Child Care, Inc. Tax ID Number - 94-3206278

Ways you can donate:

- Donation directly to Footsteps Child Care, Inc. or to a specific site.
- Corporate or business matching gift programs.
- Donations of goods: Toys, games, children's books, art supplies, kitchen supplies, furniture (couches & rugs), computers, computer accessories, and recycled items are always appreciated. These items should be in good condition. We can always use paper for drawing. Our monthly newsletter lists suggestions of needed donated items.
- Donations of services, time, and/or talent.



MEDICAL INFORMATION

Health and Wellness Policy as of June 1, 2020

Footsteps Child Care will expect a parent to pick up a child within 30 minutes if a child exhibits symptoms of illness during the day. These symptoms include, but are not limited to inability to participate in routine activities, needing more care than staff can provide, fever (100.4 F/38 C or higher with temporal thermometer), fever with behavior changes, difficulty breathing, uncontrolled coughing, diarrhea, vomiting, open sores, rashes, signs of infection, runny nose with colored mucus, or any other sign of communicable illness.

Footsteps will conduct daily check of children and staff throughout the day. This may include temperature taking, visual look over, and asking health questions.

- **As of June 1, 2020: Children MUST be fever free for 72 hours (without the use of fever reducing medication) before returning to the program. We classify a fever as a temperature of 100.4 F/38 C or higher.**
- Families must update and confirm the child's emergency and medical information is correct as of entering the program as of June 1, 2020.
- All children must have immunizations up to date as of entering the program as of June 1, 2020.
- Families are encouraged to speak to their healthcare provider about the flu or influenza vaccine for those over six months of age.

MEDICAL OR DENTAL EMERGENCIES

- If your child has an accident, such as a hard head bump or cut, the Site Director or staff will administer first aid. We attempt to build trusting relationships with the children so a child feels comfortable informing staff about their physical well-being on a regular basis. Staff routinely notifies a family of an injury or accident when staff has seen or staff has been informed about an injury or accident.
- If your child experiences a serious medical or dental emergency when in our care, we take the following steps:
 1. Call 911;
 2. Call the parent or guardian; if we are not successful, we call the names listed as emergency contacts;
 3. Call the listed doctor or dentist; and,
 4. Notify the Footsteps Child Care, Inc. Executive Director.
- If a child must be transported by ambulance, a staff member accompanies the child until a parent or guardian arrives. (Emergencies of this nature are very rare; we make every effort to provide a safe program.)

IMPORTANT – We must always have current telephones numbers on file for parents, guardians, and emergency contact person (s).
We MUST be able to reach someone in case of an emergency!

ILLNESS

- Please telephone your Site Office by the start of care on any day your child is absent.
- **You should contact your child care site if your child becomes ill with a contagious illness.** When a contagious or communicable disease has been reported (such as Pink Eye or Strep Throat), a notice is posted on the Bulletin Board at the sign in/out area.
- We understand the challenges working parents face; however, in the best interests of the children and staff in our programs, we must have a standard and reasonable framework determining why a child may not attend our program.
- If your child has been ill, we reserve the right to require a note from a doctor before your child returns to our program.
- **If there is a difference of opinion between the parent, the personal physician, and the school, the judgment of the school must prevail.**
- **Do not send your child to the program if he or she has any of the following symptoms: fever, open wound, undiagnosed rash, vomiting, diarrhea, head lice, discharge from the eyes, severe cold, or sore throat.**
- If a child becomes ill during child care, we:
 1. Place the child in a quiet area isolated area of a room to await pick up;
 2. Telephone you to pick up your child. You must pick up your child within 30 minutes of being called; and,
 3. If you cannot be reached, staff will call the emergency contact listed on the Emergency Form. Please make sure your Emergency Contacts are aware they are listed as an emergency contact and may be contacted in case of emergency when you are not available.
- Footsteps Child Care, Inc. cannot accept a child who becomes ill while at school during normal school hours.
- **As of June 1, 2020: Children MUST be fever free for 72 hours (without the use of fever reducing medication) before returning to the program. We classify a fever as a temperature of 100.4 F/38 C or higher.**
- **If a child is sent home from one of our programs due to a contagious illness, they MUST remain home the entire following day or if fever is present for 72 hours, no exceptions.**
- Diarrhea is a symptom of intestinal problems and can be very contagious. Mild diarrhea is the passage of a few loose or mushy stools. Moderate diarrhea involves many abnormally loose or frequent stools. **Children with diarrhea may NOT remain in the program, and must stay home until they are symptom free and have had a normal bowel movement.**
- Rashes may be a minor allergy or a reaction to an insect bite and may be caused by chicken pox, impetigo, or other bacterial and viral infections. If a new rash appears, you must take your child to a doctor so that we may eliminate the possibility of infectious diseases.
- Conjunctivitis (Pink Eye) is very contagious and may be caused by bacteria or a virus. Children may not return to the program until 24 hours after antibiotic treatment has begun **AND eyes must be clear and free of discharge.** If discharge reappears after your child has returned to the program, we will send your child home.

HEAD LICE

Footsteps Child Care follows the Center on Disease Control recommendation; children diagnosed with live head lice do not need to be sent home early; they can go home at the end of the day, be treated, and return after appropriate treatment has begun.

Nits may persist after treatment, but successful treatment should kill crawling lice. Cases of head lice are predictable in children's programs. Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

1. Please do routine lice checks on your child;
2. Look for nits (eggs) as well as lice. The nits fix on the hair and do not flake off like dandruff. If nits are found, please let us know immediately;
3. You must treat your child and your house for lice before your child can return to child care. We will require proof of treatment;
4. When a case of lice is reported we will check all children, notify parents, treat the center; and,
5. We will recheck the children in a classroom for up to two weeks after the last reported instance of head lice.

For more information about head lice, contact your Site Director

MEDICATION

Footsteps Child Care, Inc. will only administer medication prescribed by a health care provider such as a doctor, physician's assistant, or nurse practitioner.

If your child is taking medication during child care hours, we can dispense medication only if it is in the original container and a completed and signed Medication Form is on file.

The Medication Form requires:

- Name of the medication and what it is prescribed for;
 - Dose amount and time dose is to be administered; including any special instructions; and,
 - Signature authorization of a parent or guardian and teacher.
- ✓ All prescription medications must be in their original prescription bottle, with the prescription label attached.
 - ✓ Non-prescription medications-if the child's age and weight is not on the container must include a doctor's note verifying correct dosage amount. Non-prescription medications include over the counter items such as Tylenol, lip balm, lotions, hand sanitizer, and sunscreen.
 - ✓ Child's medication and dosage container is labeled with child's first and last name.
 - ✓ The label on the medicine bottle must indicate a stop date for the medication; the stop date cannot exceed 12 months from the issue date.
- All medications will be kept in a locked container or locked cabinet at the site. Medication requiring refrigeration will be kept in a designated, lockable container in the refrigerator that is clearly labeled "medication."
 - Epi-pens will be available at all times during program hours and will be clearly marked with the child's name. At the end of the program day, the epi-pen will be locked in the medicine cabinet.
 - Children/youth may administer prescription medications to themselves with written permission from the parents. The child/youth must be under adult supervision and away from other children.
 - Injectable medications will not be administered except for medications necessary to counteract severe allergic reactions or provide emergency glucagon for children/youth with diabetes. Additional and specialized training is required for any staff member responsible for the administration of injectable medications.
 - Any child, who has had a diagnosis, including asthma or diabetes, will require an individualized medical services plan on file.
 - Any child with Food Allergy or at risk of Anaphylaxis Emergency must have an updated Care Plan on file. This plan must include a physician/HCP authorization signature and the parent or guardian signature.

Please do not send medicine in a child's lunch or backpack.

EMERGENCY PROCEDURES

Safety is our first priority. To ensure the safety and well-being of the children and youth enrolled in our programs, Footsteps Child Care, Inc.:

- Will be responsible in the event of an emergency closing or disaster, for all children enrolled in the program, until such time as an authorized adult can pick-up the child;
- An updated disaster and mass casualty plan is posted at each site and this plan is reviewed by staff on a regular basis;
- Prior to hire, staff is fingerprinted and must receive clearance through the Department of Justice;
- Most staff members are First Aid and CPR certified;
- Staff receive training in emergency and disaster procedures and management;
- Programs have regular fire and earthquake drills;



- Staff is trained in Administering Medication, Epi-Pen administering, Asthma and Nebulizer, Blood-borne Pathogens and Infectious Diseases;
- Staff receive training in suspected child abuse and mandated reporting;
- Staff receive on-going staff development opportunities in a variety of topics, both onsite and off-site; and,
- Coordinate disaster and mass casualty planning and coordination in the event of an emergency. We collaborate with the San Mateo County Big Five and local police departments.

BEHAVIOR EXPECTATIONS AND GUIDELINES

PROGRAM EXPECTATIONS

Footsteps Child Care, Inc. is a place that is safe, respectful, and friendly. We are accountable, inclusive, tolerant, and healthy. These are our behavior expectations, the staff models these behaviors, and staff respects the dignity of the children, the families, and each other.

Staff strives to encourage cooperative problem solving, internalizing impulse control, and appropriate verbalization of feelings. When a problem arises between children, children are encouraged to resolve their problem through discussion. Staff is available to help children with problem solving, make suggestions, and offer support, help, and guide children to solve differences. Children are encouraged to recount the facts to each other, including staff, and to consider other ways to handle the difficulty in the future.

PRESCHOOL PROGRAMS

In the Preschool Programs we use the Teaching Pyramid The Teaching Pyramid approach provides a systematic framework that promotes social and emotional development, provides support for children's appropriate behavior, prevents challenging behavior, and addresses problematic behavior.

The Teaching Pyramid is based on evidence-based practice originally developed by the Center on the Social Emotional Foundations in Early Learning (CSEFEL), authorized by California Department of Education (CDE), and aligned with California's Early Learning and Development System.

The overarching goal of the Pyramid Model is to create a positive experience for each child through evidence-based practices that promote child engagement and learning while focusing on teaching children the appropriate social skills they will use to develop friendships and regulate their emotions.



Outcomes from the Teaching Pyramid

- Programs that implement the comprehensive program-wide approach to the Teaching Pyramid will have a successful and sustainable approach for ensuring healthy social and emotional development of the children they serve.
- An effective leadership team that continues to meet regularly who serves as a guide for implementation of Teaching Pyramid concepts, and champions and supports implementation and sustainability.
- Competent, well-trained staff who understand the Teaching Pyramid concepts, are equipped with Teaching Pyramid tools, and strive to implement the practices.
- Staff who are able to reflect on and adjust as needed their use of Teaching Pyramid practices in the classroom through support from coaching and competent internal coaches who can support staff in reflecting and implementing Teaching Pyramid practices in the classroom.
- Staff who are trained to facilitate sessions for parents who subsequently are then able to implement Teaching Pyramid concepts at home.
- Children who are socially competent and emotionally literate, able to talk about their feelings, regulate their strong emotions, solve their own conflicts, and model the language and tools of the Teaching Pyramid.

No corporal punishment or violation of personal rights is allowed at any of our sites at any time.

If the staff is unable to resolve a serious problem with a child's behavior (such as chronic aggressive, abusive, disturbing, or destructive acts), the Site Director will:

- Request a conference with the parent or guardian to discuss the problem or situation. Together, a plan of action will be instituted to manage the problem.
- If the behavior or situation continues, or there is no improvement, the Site Director will inform the parent or guardian that the child's behavior continues to be a serious problem and will request a conference.
- Site Director will apprise and consult with the Executive Director or Deputy Director concerning the situation, action taken, and plans of corrective action.
- If the problem cannot be resolved, the Site Director will give the Parent or Guardian a notice of dismissal, in writing. This dismissal notice can be immediate if the situation warrants; especially if involves a child violating the personal rights of others (other children, staff, parents, themselves, etc.).

Parents and guardians are expected to adhere to all rules and regulations of our program.

We request parents and guardians do not discuss problems, concerns or confidential situations in front of children or other adults. Instead, parents are encouraged to make an appointment to speak with the Site Director to discuss any problems, concerns, or suggestions.

Progressive Discipline

- When a child is having ongoing behavior difficulties, a predetermined set of consequences, with the parent's notification, may be instituted. Consequences are explained in advance. The purpose of progressive discipline is to help the family understand the severity of the difficulty in advance and encourage the family to work with the staff.
- The staff and parent or guardian has the right to request a conference at any time.
- Footsteps Child Care, Inc. will not tolerate behavior of an aggressive or violent nature to other children, staff, or to anyone who is on the premises of a Footsteps Child Care, Inc. program. This includes bullying, teasing, threats, or taunting.
- Families are requested not to confront another child or family regarding an issue, but should utilize staff to help resolve conflicts or difficulties.
- Footsteps Child Care, Inc. reserves the right to refuse service.

REMOVAL FROM THE PROGRAM

We reserve the right to suspend or terminate any child for disciplinary reasons. In such cases, tuition is not refunded.

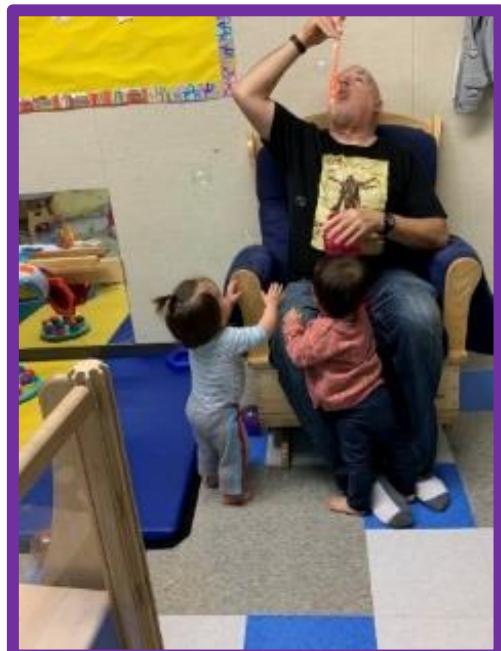
As of June 1, 2020, Footsteps Child Care includes a family or child's failure to comply with Footsteps Child Care's additional policies and procedures, in addition to our previously stated reasons, as grounds for suspension or termination.

- Failure to inform Footsteps a family member has been exposed to Covid-19 or a family member with the illness;
- Failure to keep a child home 72 hours fever free (without the use of fever reducing medication) before returning to the program. We classify a fever as a temperature of 100.4 F/38 C or higher;
- Failure to pick up a child within 30 minutes if a child exhibits symptoms of illness during the day;
- Failure to inform Footsteps of a family member who has had any exposure to Covid-19 or any other communicable illness, such as strep throat, flu, pink eye;
- We reserve the right to suspend or terminate any child for disciplinary reasons. In such cases, tuition is not refunded. Children who compromise the safety of the children and staff will be suspended or removed from the program;
- Non-payment of tuition;
- Late pick-up of child;
- Failure to sign in and out on a daily basis using the receptionist system, signing both first and last names on a log sheet, or electronic fingerscan system;
- Failure to comply with Footsteps Child Care, Inc.'s health and safety policies;
- Failure to comply with Community Care Licensing requirements for enrollment in the program; and,
- If a parent or guardian confronts or is verbally or physically abusive to staff, administrative staff, other children, their own children or other adults on the premises; or confronts staff while children are present.

QUESTIONS?

Many parents or guardians have specific questions; suggestions or problems and we want to be able to meet your needs in the most efficient way possible. This guide will help you direct your questions.

| QUESTIONS OR COMMENTS | PLEASE CONTACT |
|--|---|
| Tuition, Payments, Bills, Receipts, Enrollment Office Hours: 9:30 AM – 5:00 PM | Footsteps Child Care, Inc. Administrative Office Tel: 650.610-0715 Fax: 650.610-0751 Email: office@footstepsc childcare.org |
| Concerns About The Program Or Your Child You have the right to file a grievance without interference or retaliation. In this case, you will receive timely written notification of the resolution and an explanation of any further appeal, rights, or recourse. You have the right to file a complaint to the supervisor of the person who the grievance is about and you have the right to be heard by a panel of board members. | 1. Your Child's Teacher 2. Site Director 3. Executive Director 4. Site Council 5. Footsteps Child Care, Inc., Board 6. Community Care Licensing |
| Concerns About Staff | 1. Site Director 2. Executive Director 3. Site Council 4. Footsteps Child Care, Inc., Board 5. Community Care Licensing |
| Suggestions Or Comments | 1. Site Director 2. Executive Director 3. Site Council 4. Footsteps Child Care, Inc., Board |
| Community Resources | 1. Site Director 2. Executive Director |



FORMS

There are several forms required by Footsteps Child Care, Inc., and the State of California Department of Social Services (Community Care Licensing). All forms must be completed and on file the first day of a child's enrollment. A child's file is made available to Community Care Licensing for review at any time even without parent or guardian notification. A child's file is upload into our database.

If you have any questions about any of the required forms, please speak to the Site Director.

These forms are available on our website, footstepsc childcare.org, under the Enrollment Forms tab. Please complete the forms, save the file, and email the file to office@footstepsc childcare.org. You may also complete the forms at the Administrative Office or Site, if you do not have access to a computer.

IMPORTANT

- **You are required to update information as it changes; we must be able to contact you in case of emergency.**
- **We must be able to reach you or your designated emergency contactor contacts in case of an emergency.**
- **Please make sure you have our contact information stored for easy access in case of an emergency.**

Forms to be on file: Current Year Application & Financial Agreement

- ◆ Identification and Emergency Information (LIC700)
- ◆ Pre-Admission Health History-Parent's Report (LIC702), with current immunizations noted
- ◆ Physician's Report (LIC701)
- ◆ Proof of current immunizations or waiver
- ◆ Needs and Services Plan for Infants and Toddlers – updated quarterly
- ◆ Consent for Medical Treatment (LIC627)
- ◆ Parents Rights Form (LIC995A)
- ◆ Personal Rights (LIC613A) – Enrolled child's rights
- ◆ Transportation Waiver and Authorization Form
- ◆ Media Consent Waiver
- ◆ Sunscreen Form
- ◆ State Preschool Forms as required

HEALTHY FOOD & SNACK/FOOD SERVICE

As of June 1, 2020 until further notice

- Children are served healthy and nutritious snacks daily, Puma Cubs has AM and PM snacks provided daily by Chefables, City Center Plaza and Little Footsteps have AM, PM, and lunch provided daily by Chefables.
- Footsteps Child Care will avoid family style or cafeteria-style meals and snacks.
 - Footsteps@Puma Cubs - To avoid unnecessary contamination, Footsteps will not provide any food during the day. Families must provide your child with a daily lunch and 2-3 snacks in a self-contained bag or container. All leftovers and food containers will go home with your child daily. Footsteps will not offer a Pizza Day. Please do not send your child with candy or sweets in their lunches.
 - Footsteps@City Center Plaza & Little Footsteps – All snacks and lunches will be provided by Footsteps through our food provider, Chefables.
- Please make sure staff is aware of any food allergies your child might have. **Any child with Food Allergy or at risk of Anaphylaxis Emergency must have an updated Care Plan on file.** This plan must include a physician/HCP authorization signature and the parent or guardian signature.
- If your child is particular about foods, you might choose to send additional foods in their lunch box.
- **We are a tree-nut and peanut free environment. Please do not send your child with tree nut or peanut-based foods, foods made from or containing tree nuts or peanuts.**

Snack includes foods appropriate to the ages and developmental stages of the children and follows licensing guidelines and regulations set forth by Community Care Licensing. Monthly snack menus are posted at the site and on the website.

Footsteps Child Care participates in the Child and Adult Care Food Program (CACFP) offered by the U.S. Department of Agriculture (USDA) and serves meals and snacks at no separate charge to all enrolled children. The reimbursement received from the CACFP helps with our food costs, and therefore, enables us to keep our fees for care as low as possible.

BIRTHDAY CELEBRATIONS – CANDY & SWEETS

To promote wellness and foster healthy eating habits we have a Birthday Celebration Policy. This is an effort to implement Healthy Food Guidelines to focus on childhood nutrition, health and wellness, and obesity prevention.

If your child will celebrate their birthday during school, you have the option to celebrate your child's birthday by choosing a non-food birthday option. Please let the Site Director know in advance of your child's birthday plans. The Site Director has a list of non-food party ideas.

We do not allow children or youth to bring candy or sweets to the program.

CLOTHING AND SHOES

We want children to feel comfortable to participate in all activities offered, so please dress your child accordingly. Our programs are play-based; we want the children to feel free to participate, even our Infants and Toddlers! Please have your child wear play clothing appropriate for a variety of activities, both indoors and outdoors. Many activities can be messy; so please have your children dress accordingly. All clothing must be **labeled** with your child's full name. Please send an extra set of clothing to keep in their cubby.

Proper footwear is important so that the children may fully participate in both indoor and outdoor activities. Tennis shoes are preferred footwear for all children and youth. **The following footwear is not allowed: Flip Flops, Crocs/Croc-type shoes, Shoes with heels, or Sandals without straps at the back of the foot.**

TOYS AND GAMES FROM HOME

Footsteps Child Care, Inc. provides many opportunities and activities for all developmental ages and interests. Children **should not** bring toys and games from home, including video or electronic games. These items can be easily lost or stolen. We do not allow any type of toy gun or war toy. If toys or games are brought from home, a teacher may take the item away from the child and set it aside. It will be returned to the parent at pick up time.

Footsteps Child Care, Inc. does not take responsibility for lost or stolen property, including items lost on field trips.

REST OR NAP TIME

- Nesbit Puma Cubs Infants - Have their own cribs and a separate sleep area, they sleep as needed
Per Community Care Licensing – crib may not have loose articles or soft objects, nothing attached to a pacifier, may not be swaddled while in care, and if infant regularly rolls from back to tummy while sleeping, must be noted on sleeping plan
Toddlers – Nap daily on a cot, up to 2.5 hours/day, one nap time
Preschool & Pre-K - Nap Daily, Up to 2 Hours/Day
 - City Center Plaza Nap Daily, Up to 2 Hours/Day
 - Little Footsteps Nap Daily, Up to 2 Hours/Day
1. Nap cots will be six feet apart with head-to-toe orientation.
 2. Please provide a small blanket and pillow for rest time, labeled with the child's full name. Blankets and pillows go home weekly for washing.
 3. Each child has their own cot and teachers may rub backs to help children rest and/or fall asleep.

FIELD TRIPS

As of June 1, 2020 – All community-based activities have been cancelled and all field trips have been cancelled.

You will receive advance information, in writing, about the field trip. Any child going on a field trip must have a signed and dated permission slip and a current emergency card on file. Transportation varies depending on destination and length of the trip and can include a Footsteps Child Care, Inc. van/mini-bus, rented bus, or public transportation. We never use private cars for field trips.

PROGRAM HOURS

Hours: 8:00 AM - 5:00 PM, Monday – Friday

As of June 1, 2020 - These reduced program hours take into account the guideline of self-contained groups with no co-mingling, staffing based on the guideline, and the additional cleaning and sanitizing to be completed daily before and after program hours.

FOOTSTEPS CHILD CARE PRESCHOOL CURRICULUM



All of the Center classroom environments offer a rich variety of spaces, material, and activities organized to promote children's active exploration and mastery. Although classrooms often appear informal, they are the result of careful planning and structuring to ensure that the needs of each child are met in a supportive and nurturing way. Our teachers encourage curiosity and enthusiasm for learning, promote cooperative social interactions, support individual creativity and diversity, and provide opportunities for children to use their growing bodies to develop a sense of autonomy and self-worth. Children spend the majority of their day involved in a variety of activities: art, block building, dramatic play, music, sorting and matching games, listening to stories, movement activities, science activities, and large motor play.

Play is an active, child-initiated process that supports children's learning throughout the preschool foundations, Approaches to Learning Self-Regulation, Social & Emotional Development, Language & Literacy Development, English Language Development, Cognition including Math & Science, History & Social Science, Physical Development & Health, and Visual & Performing Art. By taking advantage of the highly engaging nature of children's self-sustained play, and using this as a jumping off point for a deeper exploration of the science concepts involved, teachers can generate curriculum units that both integrate child-centered play and maximize children's learning. Through thoughtful planning and the use of significant strategies to enhance children's play experiences, they can integrate specific learning goals and objectives for the group and for individuals, dramatically enhance children's learning, and meet standards for preschool outcomes in all areas.



- Play assists us in offering quality programming - The classrooms are composed of children Infant (Six-weeks)-Toddler (24-Months), Two years-Three years, Four years-entering Kindergarten, or 3 years-entering Kindergarten. These multi-age groupings exemplify our commitment to provide an experience to enhance the development of each child's whole self: creative, intellectual, physical, social, and emotional. As each of these facets develops at different rates, the children seek activities and experiences that meet their individual needs. In addition, children with different knowledge and abilities stimulate one another's thinking and encourage pro-social behaviors amongst themselves. But, perhaps most importantly, this enables families, children, and teachers the chance to build strong and consistent relationships with one another. Play is the channel we most often used to achieve these outcomes.
- Foster life-long learners - The classroom environment offers a rich variety of spaces, material, and activities organized to promote children's active exploration and mastery. Although the classroom often appears informal, they are the result of careful planning and structuring to ensure that the needs of each child are met in a supportive and nurturing way. Children spend the majority of their day involved in a variety of activities: art, block building, dramatic play, music, sorting and matching games, listening to stories, movement activities, science activities, and large motor play.
- Foster improved social interaction and cooperation – Using play our teachers encourage curiosity and enthusiasm for learning, promote cooperative social interactions, support individual creativity and diversity, and provide opportunities for children to use their growing bodies to develop a sense of autonomy and self-worth.

With infants and toddlers, we work to provide an environment as home like as possible – warm and welcoming, cozy spaces, photos of family, and so on. In the classroom, infants develop intimate relationships with a stable caregiver. Care giving activities such as feeding and diapering are warm, consistent, and individualized. These routines are viewed as opportunities for the infants to receive undivided adult attention and to promote language, self-awareness, and social skills. The infants' preexisting patterns for feeding and sleeping are respected and incorporated into the child's daily routine. Consistency in routines and schedules allow children to anticipate what is coming next, thus transitions are predictable.

The preschool classrooms are composed of children 2 years to 5.9 years of age. These multi-age groupings exemplify the Center's commitment to provide an experience to enhance the development of each child's whole self: creative, intellectual, physical, social, and emotional. As each of these facets develops at different rates, the children seek activities and experiences that meet their individual needs. In addition, children with different knowledge and abilities stimulate one another's thinking and encourage pro-social behaviors amongst themselves. But, perhaps most importantly, this enables families, children, and teachers the chance to build strong and consistent relationships with one another.

All of the Center classroom environments offer a rich variety of spaces, material, and activities organized to promote children's active exploration and mastery. Although classrooms often appear informal, they are the result of careful planning and structuring to ensure that the needs of each child are met in a supportive and nurturing way. Our teachers encourage curiosity and enthusiasm for learning, promote cooperative social interactions, support individual creativity and diversity, and provide opportunities for children to use their growing bodies to develop a sense of autonomy and self-worth. Children spend the majority of their day involved in a variety of activities: art, block building, dramatic play, music, sorting and matching games, listening to stories, movement activities, science activities, and large motor play.

Footsteps Child Care, as part of the State Preschool contract, uses the State of California Foundations and Frameworks. Eight principles guide the development of the entire curriculum framework. Grounded in early childhood research and practice, the eight principles emphasize offering young children individually, culturally, and linguistically responsive learning experiences and environments

- Relationships are central
- Play is a primary context for learning
- Learning is integrated
- Intentional teaching enhances children's learning experiences Family and community partnerships create meaningful connections
- Individualization of learning includes all children
- Responsiveness to culture and language supports children's learning
- Time for reflection and planning enhances teaching.

Because we want the Centers to be an extension of a child's family life, we offer a variety of ways for parents to become involved in children's classroom experience and in Center concerns. Conferences are scheduled. Parents are invited to share in their child's daily activities, to volunteer for field trips, special events or to visit the classroom. The organization and the individual centers plan several social events, parent meetings, and work parties each year. In addition, parents are invited to join the Site Council, which meets monthly.

Concepts of the Outdoor Classroom

In concert with modern child development research findings, the concept of the Outdoor Classroom is built upon the premise that children are complex beings. To nurture the whole child, early childhood education follows the fundamental principle that children are learning everywhere and all the time. The focus is on the real needs of children, offering activities that are personally meaningful to them, and fully embraces developmentally appropriate practices.

Characteristics of the Outdoor Classroom

- Most activities that can be done indoors can be done outdoors. Some activities occur best outdoors; some can only occur outdoors.
- Children spend substantial periods outside, and it is easy and safe for them to get there; they are free to move easily between the indoors and outdoors.
- There is a full range of activities for children to participate in, including many activities traditionally thought of as "indoor activities."
- The outdoor space offers a balance of areas for physically active and less active play.
- While outside, children frequently have the opportunity to initiate their own learning experiences and activities, with teachers available to support them.

ELECTRONIC COMMUNICATION FREE ZONE

In the best interest of the families and children in our programs, our Preschool Programs are cell phone-texting-emailing free zones. We feel it is important for the teachers to be able to connect with parents at drop-off and pick up time and for parents to be able to focus on their child. Please complete your electronic conversations before entering the classroom.

STATE PRESCHOOL

We have a number of State Preschool subsidized slots at Nesbit Puma Cubs, City Center Plaza, and Cipriani Preschool sites for children. **An eligible enrolling child's age must be on or before September 1, 2020**

- **City Center Plaza & Little Footsteps** Age 2.9 or Up
- **Nesbit Puma Cubs** Age 3.9 or Up

The slots are available through our sub-contract with the San Mateo County Office of Education. Eligibility for the half-day state preschool program is based on income and full day state preschool program is based on need and income. The terms and conditions for eligibility in the subsidized component are established by the State Department of Education. We are required to request parent income and family information. Enrollment is based on eligibility and need priority rather than "first-come, first-served basis".

DESIRED RESULTS FOR CHILDREN AND FAMILIES

San Mateo County Office of Education Child Development State Preschool and Pre-Kindergarten subcontracted program services includes a Desired Results Developmental Profile (DRDP) assessment completed twice a year. The system has been established by the California Department of Education, Child Development Division, and is used throughout the state. The Desired Results System

- Emphasizes results for children and families
- Results-based accountability for state-funded center based and family child care homes
- Set of tools for helping administrators and staff systematically review, evaluate and reflect on the program practices
- System providing concrete information, based on structured observations and parent feedback, for improving programs for children and families

The DRDP has three components used to improve program quality in early care and education programs:

1. **Desired Result Developmental Profile** for each child enrolled in the program, completed within 60 days of enrollment. Profiles, completed by staff, are based on observation and family feedback.
2. All families complete annual **parent surveys**.
3. Observations of each room are conducted as part of **The Early Childhood Environment Rating Scale**. Each item in the rating instrument must receive a score of "4" or above. The program strives for an over-all rating of "5".

Our program must do a **self-review** each spring based on the components above. An action plan to maintain or raise the quality of the program is developed.

CHANGE IN STATUS Parents are responsible to keep us informed of any change in income - \$50 more or less each month, marital status, status in work or training position, and all other information stated on the enrollment form. Failure to report changes may result in program termination.

SUBSIDY FAMILY FILE Information obtained during the conference will be maintained in a confidential basic data file for each family receiving child care services from the Footsteps Child Care, Inc. The basic data file will contain:

- Application for Child Development Services - signed by the parent and registrar, completed to document eligibility and need (CD-9600-9600A)
- Verification of monthly income of all family members (including child support if applicable)
- Notice of Action to Recipient of Child Care and Development Service (CD7617-A)
- Emergency and Identification Information (CD-9607)
- Child's Pre-Admission Health History – Parent's Report (CD-2206)
- Referral document from Family Protective Services if applicable
- Training Verification (form CD-9605) if applicable
- Medical Statement (CD-9606) if applicable
- All forms required by Community Care Licensing

ABSENCES Subsidized absences fall into three categories:

- **Unlimited Excused Absences** – Absences due to illness or quarantine of the child, the illness or quarantine of the parent/guardian, family emergency, and court ordered visitations are considered excused absences and **are not limited in number per year**. (Examples: illness of child or parent, family emergency and court ordered visitations.)
- **Limited Excused Absences** - Absences “in the best interest of the child” are limited to 10 days per fiscal year (July 1 through June 30), e.g. vacation, visit relatives, stay home with parent, etc. All other absences are unexcused.
- **Unexcused Absences** – A maximum of **10 unexcused absences** are allowed per fiscal year (July 1 through June 30). Unexcused absences of more than 10 will result in the parent receiving a two-week notice of termination. Re-certification will be allowed after six months if space is available. (Examples: suspension from school, no transportation, got up too late and raining too hard).

NON-DISCRIMINATION San Mateo County Office of Education’s Child Development state preschool and prekindergarten programs with services provided at various subcontracting agencies do not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or+ physical disability in determining which children are served. San Mateo County Office of Education Child Development contracts provided through subcontracting agencies for state preschool and prekindergarten services welcomes the enrollment of children with disabilities; understands the requirements of the American with Disabilities Act (ADA) to make reasonable accommodations for such children; implements those accommodations; and refrains from religious instruction or worship.

UNLAWFUL HARASSMENT San Mateo County Office of Child Development state preschool and prekindergarten programs with services provided at various subcontracting agencies are committed to providing a school environment free of unlawful harassment. The policy applies to all persons involved in the program services provided by San Mateo County Office of Education and prohibits sexual harassment and harassment based on race, religion, gender, national origin or ancestry, physical or mental disability, age, sexual orientation, or any other basis protected by federal, state or local law. For the purposes of this policy, harassment must be based on one of the protected categories identified above, and means any unwelcome verbal, visual, or physical conduct, or unwelcome sexual advances by someone from or in the environment under any of the following conditions:

- Conduct is explicit or implicitly made a condition of the employee or child’s employment, academic status, or progress.
- Rejection of the conduct by the individual is used as the basis for academic or employment decisions affecting the individual.
- Conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or learning environment.
- Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding the benefits and services, and activities at or through the education environment.

UNIFORM COMPLAINT PROCEDURES It is the intent of San Mateo County Office of Education, Child Development state preschool and prekindergarten programs with subcontracting agencies to comply fully with all applicable state and federal laws and regulations.

- Individuals, agencies, organizations, students, and interested third parties have the right to file a complaint regarding an alleged violation of federal and/or state laws. This includes allegations of unlawful discrimination (Ed Code Section 200 and 220 and Government Code Section 11135) in any program or activity funded directly by the state or receiving federal or state financial assistance.
- Complaints must be signed and filed in writing with the State Department of Education, Child Development Division, Complaint Coordinator, 1430 N Street, Suite 3410, Sacramento, CA 95814.
- If the complainant is not satisfied with the final written decision of the California Department of Education, remedies may be available in federal or state court. In this event, the complainant should seek the advice of an attorney of his/her choosing. A complainant filing a written complaint alleging violations of prohibited discrimination may also pursue civil laws remedies, including but not limited to injunctions, restraining orders, or other remedies or orders.





SAN MATEO
COUNTY
OFFICE OF
EDUCATION

NOTICE TO ALL STUDENTS, PARENTS, GUARDIANS, COUNTY OFFICE EMPLOYEES, ADVISORY COMMITTEE MEMBERS, PRIVATE SCHOOL OFFICIALS AND OTHER INTERESTED PARTIES

The San Mateo County Office of Education, as a Local Educational Agency, is primarily responsible for compliance with federal and state laws and regulations.

Accordingly, it is the policy of the San Mateo County Office of Education that discrimination against anyone based on actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, age, or based on a person's association or perceived association with a group featuring one or more of these perceived characteristics, is strictly prohibited.

The San Mateo County Office of Education has adopted Uniform Complaint Policies and Procedures designed to protect the rights of all students, staff, parents, and guardians. Complaints may be filed in cases of alleged discrimination and/or in cases of alleged violation of either Federal or State Law. The following procedures shall be used to address all complaints, which allege that the County Office of Education has violated federal or state laws or regulations governing educational programs.

- Any individual, public agency or organization may file a written complaint of alleged noncompliance by the San Mateo County Office of Education. Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination.
- The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.
- If assistance is needed in filing a complaint due to issues surrounding language, literacy, or disability, County Office staff can assist the complainant.
- The identity of a complainant will be kept confidential and all complainants will be protected from any repercussion resulting from the filing of a complaint.
- Upon the receipt of a complaint, the San Mateo County Office of Education will immediately investigate and make every attempt to resolve the complaint quickly and at a local level.
- A complaint form may be obtained in the Superintendent's Office of the San Mateo County Office of Education, and copies of the San Mateo County Office of Education Uniform Complaint Procedures shall be available free of charge.
- Complaints should be presented to the:

Administrator, Board Support and Community Relations
San Mateo County Office of Education
101 Twin Dolphin Drive, Redwood City, CA 94065-1064
(650) 802-5563

- If not satisfied with the County Office's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the response from the County Office of Education.
- A complainant may pursue available civil law remedies outside the County Office's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys.

July 2013





AVISO PARA TODOS LOS ESTUDIANTES, PADRES, TUTORES LEGALES, EMPLEADOS DE LA OFICINA DE EDUCACIÓN, MIEMBROS DEL COMITÉ, OFICIALES DE LAS ESCUELAS PRIVADAS Y TODAS LAS OTRAS PARTES INTERESADAS

La Oficina de Educación del Condado de San Mateo como una Agencia Educación Local, es principalmente responsable de cumplir con las leyes y regulaciones federales y estatales.

De acuerdo con esto, es la política de la Oficina de Educación del Condado de San Mateo que la discriminación contra cualquier persona basado en la orientación sexual, género, identidad de género, expresión de género, identificación con un grupo étnico, raza, ancestros, origen nacional, religión, color, desabilidad física o mental, edad, o basado en la asociación o asociación percibida con un grupo que muestre una o más de esas características percibidas es estrictamente prohibido.

La Oficina de Educación del Condado de San Mateo ha adoptado una Póliza y Procedimiento de Inconformidades Uniforme, el cual está diseñado a proteger los derechos de todos los estudiantes, personal, padres y tutores legales. Las inconformidades o acusaciones de casos de descriminación y/o casos de violación de cualquier Ley Estatal o Federal deben de ser registrados y archivados. El siguiente procedimiento debe ser usado para dirigir todas las acusaciones que impliquen un alegato que implique que la Oficina de Educación del Condado de San Mateo ha violado leyes o regulaciones federales o estatales que regulan los programas educativos.

- Cualquier individuo, agencia pública u organización puede completar una querella por escrito alegando incumplimiento por la Oficina de Educación del Condado de San Mateo. Querellas alegando descriminación ilícita debe ser completada por la persona que alega que el/ella sufrió personalmente descriminación ilícita o por una persona que piensa que un individuo o algún grupo específico de individuos ha sido objeto de descriminación ilícita.
- La querella debe de iniciarse entre los primeros seis meses del día cuando la alegada descriminación ocurrió o cuando el demandante tuvo conocimiento de los hechos de la alegada descriminación.
- Si usted necesita asistencia para completar el proceso por problemas de lenguaje, alfabetismo o deseabilidad, la Oficina del Condado le asistirá en completar la querella.
- La identidad del demandante se mantendrá confidencial y todos los demandantes serán protegidos de cualquier persecución como resultado de haber completado esta querella.
- Cuando se reciba la queja, la Oficina del Condado de San Mateo investigará inmediatamente e intentará resolver esta querella rápidamente y a un nivel local.
- El formulario se puede obtener en la Oficina del Superintendente de la Oficina de Educación del Condado de San Mateo y las copias del Proceso Uniforme de Quejas de la Oficina del Condado de San Mateo deben también de estar disponible y gratis.
- Las querellas deben presentarse a:

Administrator, Board Support and Community Relations
San Mateo County Office of Education
101 Twin Dolphin Dr. Redwood City, CA 94065-1064
(650) 802-5563

- Si usted no está satisfecho con la decisión de la Oficina del Condado, el demandante puede apelar por escrito a el Departamento de Educación de California dentro del límite de 15 días después de recibir la respuesta de la Oficina de Educación del Condado de San Mateo.
- En demandante puede buscar remediar el conflicto dentro de la ley civil, disponible afuera de la Oficina del Condado de procedimiento de quejas. Los demandantes puede buscar asistencia en el centro de mediación o con ayuda pública/privada.

Julio 2013

Footsteps Child Care: Wellness Policy

BACKGROUND

Our mission is to provide infants, children, and their families with quality programs in a safe, nurturing, and enriching environment. One of our goals is to create an environment ensuring the optimal health of your children and of our staff.

Child Care programs, such as Footsteps Child Care, are uniquely positioned to contribute to improving the nutritional health and physical activity of children and adolescents. Footsteps Child Care is an important venue to improve health behaviors and outcomes for many reasons:

- Our programs occur during a time of day when many children are likely to be sedentary if not given active options.
- Children are at a developmental stage when they are forming health habits they will carry into adulthood. Promoting healthy behaviors in after school programs can have benefits for a lifetime.
- Our sites offer a supportive, safe environment in which children can feel comfortable trying new activities and building skills.
- Our staff is caring, knowledgeable, and well trained – they serve as role models that positively influence children’s health and nutrition choices.¹

Footsteps Child Care must also ensure the wellness of our staff. Like many Americans, our staff spends much of their waking hours at work. Therefore, creating a healthy environment for our employees is an important way to improve their health.

In order to ensure that we maximize the benefits of our programs, we have created a Wellness Policy to guide our efforts to create a healthy environment for youth, their families, and our staff. It includes guidelines regarding nutrition, physical activity, and promotion of healthy behaviors for your children while they are at Footsteps Child Care, as well as guidelines for the food and physical activity environments for staff at our sites. Using these guidelines, we seek to ensure that all youth and staff have access to:

- Healthy foods and beverages;
- Regular, fun, and inclusive physical activity (or, for staff the flexibility to get activity on their own);
- Appropriate and understandable health information; and
- Positive, healthy role models.

We recognize that healthy eating and physical activity are not all or nothing decisions —they are about balancing choices. Our goal is to make the healthy choice the easy choice.

NUTRITION GUIDELINES

These guidelines are meant to inform food and beverage selection for all program-related activities, including snacks, beverages, and meals provided to youth, as well as food and drinks served at staff meetings and events.

YOUTH NUTRITION GUIDELINES

These guidelines cover regular snacks and meals served to youth at Footsteps Child Care. Monthly birthday celebrations are excluded from strictly following these guidelines. Likewise, food served or purchased by youth off-site may not meet the criteria. We aim to implement fully the guidelines over the next 12 months. Staff at each site will be responsible for implementation, with periodic checks by the Executive Director.

¹ Promoting Physical Activity and Healthy Nutrition in Afterschool Settings: Strategies for Program Leaders and Policy Makers. U.S. Department of Health and Human Services: August, 2006.

Food Served to Youth at Footsteps Child Care. Food items served to youth at Footsteps will meet the following criteria:

For infants under 1 year:

- We encourage breastfeeding. Mothers may express milk into bottles to be served to their infants while they are at Footsteps Child Care. For babies not breastfeeding, formula will be served following manufacturers' instructions.^{2,3}
- For infants who have begun to eat solid foods, we aim to introduce a wide variety of soft, safe foods, including fruits and vegetables and lean meats, as appropriate. We aim to offer new foods one at a time to check for allergic reactions.⁴
- Avoid serving cow's milk, as it's not recommended for children under 1 year of age.⁵

For young children 1 to 2 years old:

- Provide a variety of foods, including fruits and vegetables, grains, dairy products (including whole milk), and lean meats.
- Fat content will not be restricted, as very young children need additional calories from fat to ensure growth and development.⁶

For children 2 years of older:

- For children aged 2-3, no more than 30-40% of total calories are from fat; for children aged 4 and above, no more than 25-35% of total calories are from fat.
- For children aged 2 and above, food items will have no more than 10% of total calories from saturated fat.
- For children aged 2 and above, food will contain no trans-fat.⁷
- For children aged 2 and above, no more than 35% of calories are from total sugars, with the following exceptions:
 - Yogurt and milk with less than 25g of sugar per 8oz serving.⁸
- For children aged 2 and above, snacks should have 200mg of sodium or less and entrées/meals should have 480mg of sodium or less per serving.⁹

In general, we will aim to:

- Offer appropriate portion sizes and regular meal/snack times to prevent both hunger and over-eating. Toddler portion sizes are about one-quarter of adult serving sizes. For children 4-8, portion sizes should be about one-third of adult serving sizes. For children 9 years and old, portion sizes about the same size as for adults.¹⁰
- Focus on whole grains (ensure \geq 50% of grains served are whole grains).
- Emphasize colorful and varied produce. Include at least one serving of fruits or vegetables at each snack (can be fresh, frozen, canned or dried; ensure no items with added sugar). Vary produce offered to maximize nutrient diversity. At meal times, about half of plate should be produce, following USDA's "My Plate" initiative¹¹. Whenever possible, purchase produce that is grown locally.
- Vary food items and meals served, and encourage youth to try different foods, especially fruits and vegetables.

² <http://www.brightfutures.org/nutritionfamfact/pdf/ColorEng/INB5color.pdf>

³ <http://kidshealth.org/parent/growth/feeding/feed13m.html#>

⁴ <http://kidshealth.org/parent/growth/feeding/feed47m.html#>

⁵ <http://www.nlm.nih.gov/medlineplus/ency/article/002448.htm>

⁶ Kliegman RM, Behrman RE, Jenson HB, Stanton BF, eds. *Nelson Textbook of Pediatrics*. 18th ed. Philadelphia, Pa: Saunders Elsevier; 2007:chap 42. See <http://www.nlm.nih.gov/medlineplus/ency/article/002455.htm>

⁷ For total fat, saturated fats, and trans-fat recommendations, see <http://www.cnpp.usda.gov/Publications/DietaryGuidelines/2010/PolicyDoc/Chapter3.pdf> pages 24-26.

⁸ See http://www.cdc.gov/healthyyouth/nutrition/pdf/nutrition_factsheet_schools.pdf Standard 2 (page 4).

⁹ See <http://www.cnpp.usda.gov/Publications/DietaryGuidelines/2010/PolicyDoc/Chapter3.pdf> page 23 and

http://www.cdc.gov/healthyyouth/nutrition/pdf/nutrition_factsheet_schools.pdf Standard 4 (page 4).

¹⁰ See http://pediatrics.about.com/od/nutrition/a/0508_food_prtns.htm for more information about appropriate portion sizes for children.

¹¹ See <http://www.choosemyplate.gov/> for more information on this initiative.

- Focus on lean proteins such as egg whites, poultry, fish, and soy products.
- Select healthy fats (mono- and poly-unsaturated fats and omega-3 fatty acids) over unhealthy fats (saturated fats).
- Avoid foods that are deep fried, par fried, or flash fried.
- Minimize sweet baked goods (cookies, cake, etc.) served. Any sweets that are served will be trans-fat-free.
- Accommodate dietary restrictions due to allergies, religion, or culture.
- Encourage students to participate in selecting, preparing, and cleaning-up food, as appropriate.



MyPlate is part of a larger communications initiative based on 2010 Dietary Guidelines for Americans to help consumers make better food choices. The guidelines recommend making about half of your plate fruits and vegetables.

Beverages Served to Youth at Footsteps.

For infants and children less than 2 years of age:

- We encourage breastfeeding for infants less than 1 year old; those not breastfeeding will be served formula following manufacturers' instructions (see above). Children 12 months to 2 years will be served water and whole milk.

For children aged 2 year and above, we will:

- Offer healthy beverages, including low- or non-fat milk, and non-carbonated water.
- Always have water easily available at no cost to students. Serve water in bulk (e.g. in a pitcher) during snack and meal times.
- Serve only 1% or fat-free milk. Limit milk consumption to 12-24 oz. per day.
- Never serve beverages that contain caffeine or non-nutritive sweeteners.

PHYSICAL ACTIVITY GUIDELINES

PHYSICAL ACTIVITY FOR YOUTH

To ensure that youth meet national recommendations for daily physical activity, we will:

- Dedicate at least 20% or at least 30 minutes of morning and after-school program time to physical activity (60 minutes for a full day program).
- Ensure that daily physical activity time includes age-appropriate aerobic, muscle- and bone strengthening activities.¹²
- Provide physical activities in which students engage in moderate to vigorous aerobic activity for at least 50% of the physical activity time.
- Provide activities that help children strengthen muscles, such as tug-of-war, push-ups, sit-ups), or climbing on play structures.
- Include a variety of physical activity options that are fun, promote learning and skill building, and are accessible and enjoyable to students of all abilities. Ensure that activities are inclusive.
- Provide short physical activity break between and/or within learning or sedentary activities to invigorate children and eliminate long periods of sitting, and to incorporate physical activity into transition time.
- Select field trips and off-site events that promote physical activity and introduce youth to new ways to stay active.
- Encourage students to participate in selecting, organizing, and leading activities, as appropriate.

In addition, we seek to reduce the amount of time youth are sedentary. We will:

- Limit time spent watching television or movies, playing video games and digital devices' (computer, etc.) to less than one hour per day to allow for other activities. Exceptions include video games that incorporate moderate to vigorous physical activity (e.g. Dance-Dance-Revolution) and use of computers and other devices for schoolwork.
-

PARENT EDUCATION NIGHT

Footsteps Child Care will offer a health education workshop in the evening for parents. Dinner and child care will be provided free of charge. In addition, parents who attend will receive an incentive (see list of incentives) for the month in which they attend.

Topics may address nutrition, fitness (e.g. activities, muscle strengthening, flexibility), stress reduction, weight loss/management, tips for ways to incorporate physical activity into busy schedules), youth focused health topics (e.g. nutrition and physical activity for youth, social/emotional development, skills to increase healthy behaviors in youth), and/or healthy cooking.

¹² See <http://www.cdc.gov/physicalactivity/everyone/guidelines/children.html> for examples of age-appropriate activities.

FOOTSTEPS CHILD CARE SUN SAFETY GUIDELINES

The following information provides sun safety guidelines for parents and introduces California's laws related to sunscreen application in a school or out of school program environment.

Skin Cancer Facts

Skin is the largest organ of the body and skin cancer is the most common of all cancers.

• **Adult** accounts for nearly half of all cancers in the United States

• **More than 3.5 million cases** of basal and squamous cell skin cancer are diagnosed in this country each year

• **The Skin Cancer Foundation** reports that one blistering sunburn in childhood more than doubles a person's chances of developing melanoma later in life

Source: American Cancer Association

<http://www.cancer.org/cancer/cancercauses/sunanduvexposure/skin-cancer-facts>

Footsteps Child Care Recommends:

- All families are asked to give Footsteps written permission annually to apply sunscreen to their child while in our care, taking into account any allergies. Older children may apply the sunscreen themselves.
- Parents apply sunscreen every morning to their child's skin. Applying it to any part, which will be exposed to the sun (i.e. face, arms, and legs)?
- Sunscreen labeled with your child's name should be in your child's school bag.
- Your child should reapply sunscreen to exposed areas mid-day, either when transitioning into Footsteps after school or at lunch. For younger children staff will reapply sunscreen when needed.

Throughout the year, Footsteps Child Care will have dedicated days focused on sun safety and education.

The American Cancer Association Recommends:

- Avoid direct exposure to the sun between 10 a.m. and 4 p.m.
- Teach children the shadow rule: if your shadow is shorter than you are, the sun's rays are at their strongest.
- Seek shade, especially in the middle of the day when the sun's rays are strongest.
- Follow the Slip! Slop! Slap! and Wrap!® rules:

Slip on a shirt: Cover up with protective clothing to guard as much skin as possible when you are out in the sun.

Slop on sunscreen: Use sunscreen and lip balm with broad-spectrum protection and a sun protection factor (SPF) of 30 or higher. Apply a generous amount of sunscreen (about a palmful) to unprotected skin at least 30 minutes before outdoor activities. Reapply every two hours and after swimming, toweling dry, or sweating. Use sunscreen even on hazy or overcast days.

Slap on a hat: Cover your head with a wide-brimmed hat, shading your face, ears, and neck. If you choose a baseball cap, remember to protect your ears and neck with sunscreen.

Wrap on sunglasses: Wear sunglasses with 100% UVA and UVB absorption to provide optimal protection for the eyes and the surrounding skin.

Source: American Cancer Association

<http://www.cancer.org/cancer/cancercauses/sunanduvexposure/skin-cancer-facts>

State Law aligns with Sun Safety Guidelines

In 2002, the California state government amended the Education Code as follows:

Section 35183.5 (b)

- 1) Each school site shall allow pupils the use of sunscreen during the school day without a physician's note or prescription.
- 2) Each school site may set a policy related to the use of sunscreen by pupils during the school day.
- 3) For purposes of this subdivision, sunscreen is not an over-the-counter medication.
- 4) Nothing in this subdivision requires school personnel to assist pupils in applying sunscreen.

Source: <http://www.sunsafetyforkids.org/sunprotection/sunscreen/>